

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB03-16

Date: August 19, 2003  
Expiration Date: 6/30/04  
69:136:lh:7488

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RELEASE OF NEW EXPENDITURE REPORTS

The purpose of this bulletin is to provide information about revisions to the Workforce Investment Act (WIA) expenditure reports. Effective with the September 30, 2003, reporting quarter the new forms will be available using the Job Training Automation (JTA) system. Updates to the WIA Directive [WIAD02-1](#) dated July 2, 2002, "Quarterly Financial Reporting Requirements" will be released prior to the September report period. Updates include instructions, definitions and provide the new reporting forms. Subgrantees without access to the JTA system will be able to obtain the forms through the attachments to the new directive.

Samples of the new expenditure reports are attached to this bulletin for your information. Sections III and V have new data entry points for reporting cash and accrued expenditures. Edit checks have also been incorporated into the JTA system to ensure that financial data is entered accurately.

If you have questions on the financial reports, please contact Marie Gastelum at (916) 653-0521 or Grey Rider at (916) 654-7508, of the Financial Management Unit or your assigned Regional Advisor/Program Manager. For JTA questions please contract the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division

Attachments

### Summary of WIA Expenditures

Subgrantee Code:	Report Type:		
Grant Code:	Title I/Project Name		
Grant Term:	Report Period:		
<b>I. SUBGRANT INFORMATION</b>			
1. Year of Appropriation			
2. Report Revision Number			
3. Subgrant/Contract Number			
4. Subgrant Term From:			
To:			
5. Total Allotment	\$		
6. Final Report (Y/N/C)			
<b>II. TOTAL EXPENDITURES (Admin + Program)</b>	<b>\$</b>		
<b>III. ADMINISTRATIVE EXPENDITURES</b>			
1. Administrative Cash Expenditures	\$		
2. Administrative Accrued Expenditures	\$		
3. TOTAL ADMINISTRATIVE EXPENDITURES	\$		
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>			
1. Non-Fed Supp (Stand-in)	\$		
2. Unliquidated Obligations	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
<b>V. CUMULATIVE EXPENDITURES (PROGRAM)</b>			
	Cash Expenditures	Accrued Expenditures	Total Expenditures
1. Core Self Services			\$
2. Core Reg Services			\$
3. Intensive Services			\$
4. Training Services			\$
5. Other/Rapid Response/NEG/Incentive			\$
6. TOTAL PROGRAM EXPENDITURES	\$	\$	\$
<b>VI. OTHER REPORTABLE ITEMS (PROGRAM)</b>			
1. Non-Fed Supp (Stand-in)	\$		
2. Unliquidated Obligations	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
<b>VII. COMMENTS</b>			
<b>VIII. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
4. Contact Name	5. Contact Title	6. Phone Number	7. Date Submitted

### Summary of WIA Expenditures—Youth

Subgrantee Code:		Report Type:	
Grant Code:		Title I/Project Name	
Grant Term:		Report Period:	
<b>I. SUBGRANT INFORMATION</b>			
1. Year of Appropriation			
2. Report Revision Number			
3. Subgrant/Contract Number			
4. Subgrant Term From:			
To:			
5. Total Allotment		\$	
6. Final Report (Y/N/C)			
<b>II. TOTAL EXPENDITURES (Admin + Program)</b>		\$	
<b>III. ADMINISTRATIVE EXPENDITURES</b>			
1. Administrative Cash Expenditures		\$	
2. Administrative Accrued Expenditures		\$	
3. TOTAL ADMINISTRATIVE EXPENDITURES		\$	
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>			
1. Non-Fed Supp (Stand-in)		\$	
2. Unliquidated Obligations		\$	
3. Program Income Earned		\$	
4. Program Income Expended		\$	
<b>V. CUMULATIVE EXPENDITURES (PROGRAM)</b>			
	Cash Expenditures	Accrued Expenditures	Total Expenditures
1. Youth In School			\$
2. Youth Out of School			\$
3. TOTAL PROGRAM EXPENDITURES	\$0	\$0	\$
3a. Youth Summer Employment Opportunities			\$
<b>VI. OTHER REPORTABLE ITEMS (PROGRAM)</b>			
1. Non-Fed Supp (Stand-in)		\$	
2. Unliquidated Obligations		\$	
3. Program Income Earned		\$	
4. Program Income Expended		\$	
<b>VII. COMMENTS</b>			
<b>VIII. CERTIFICATION</b>			
1. Name	2. Title	3. Phone Number	
4. Contact Name	5. Contact Title	6. Contact Phone	7. Date Submitted